# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click "Mute."
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click "Stop Video."
- Please submit questions during the presentation in the "Chat" function located on the bottom of your screen.
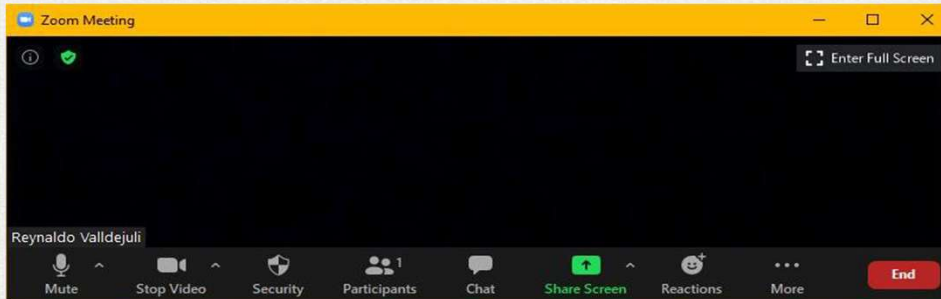
NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact ldoecommunications@la.gov.

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LOUISIANA DEPARTMENT OF EDUCATION

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eScholar Office Hours

August 19, 2021

Visit the eScholar Support Page for a copy of the webinar deck.

Agenda

- eScholar URLs for Uniq-ID, DirectMatch, StaffID
- Password resets
- Review eScholar systems startup timelines for 2021-2022
  - Uniq-ID
    - Editing student data
    - Districts without vendors

  - DirectMatch
    - Running SNAP, TANF, etc. matches
    - Search function (by student or "MyStudents")

  - StaffID
    - Submit staff data
    - Identifying file errors

eScholar 2021-2022 Startup

eScholar URLs

Uniq-ID: https://louisianasecureid.escholar.com/uid/login.do

StaffID: https://louisianastaffid.escholar.com/uid/login.do

DirectMatch: https://SecureID.ldoe.la.gov/   (NEW)

User Guides: 2021-2022 eScholar Uniq-ID User Guide
2021-2022 eScholar StaffID User Guide
2021-2022 eScholar DirectMatch User Guide
2021-22 eScholar DirectMatch Admin Guide Security Management

eScholar Info: eScholar Support Page

eScholar Password Resets and FTP Access

Uniq-ID and StaffID: Password Resets

- **Security coordinators:** contact Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov
- **Data managers:** contact your security coordinator

DirectMatch: Password Resets

- within the application (click on the *Lost Your Password* button)

eScholar FTP: https://louisianasecureftp.escholar.com/WebInterface/login.html

- **access to eScholar FTP, Credentials folder, IBCs or HighSet folders**
- **contact:** LouisianaSecureID@escholar.com

2021-2022 eScholar Uniq-ID

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eScholar Uniq-ID

- Submit your 2021-2022 expected student enrollments to Uniq-ID for LASID assignment.
  - ○ Submit returning and new students at the beginning of the school year
  - ○ Submit new enrollments throughout the year

How Uniq-ID Data Are Used:

- LASIDs are used to identify students when reporting student data in various LDOE application systems (e.g. EdLink 360).

- LASIDs are used to precode assessments.

- Certain student data is populated in EdLink 360 from data reported to Uniq-ID

eScholar Uniq-ID

Problem Analysis and Resolution:

For student(s) who graduated in the 2020-2021 school year and it was determined there are issues with the student's transcript not being received by LOSFA due to missing demographic information:

- update the students information in your local system (SSN, parental consent, etc.)

- submit the student to Uniq-ID for the 2021-2022 school year:
  - **ESSY = 2022** with **Location Active Flag = 0 (inactive)**

- submit the student to the Student Transcript System (STS)

- submit the graduation date

- certify the site

eScholar Uniq-ID

Student graduated in 2020-2021 but has issues with LOSFA and transcripts due to missing SSN or demographic information

Submit the student to Uniq-ID for the 2021-2022 school year:

ESSY = 2022

Location Active Flag = 0 (inactive)

LOCATION / ENROLLMENT INFORMATION	
PERSON TYPE	Student
GRADE PLACEMENT	Twelfth
SCHOOL/SITE CODE	348001 New Orleans Military & Maritime Academy
LEA CODE	348 New Orleans Military & Maritime Academy
RESIDING PARISH CODE	36 Reside Orleans Parish
ENDING SCHOOL SESSION YEAR	2022
LOCATION ACTIVE FLAG	Inactive
LOCAL ID	0017380
SOURCE SYSTEM	SIS
ALTERNATE ID	
ALTERNATE SOURCE	
LAST UPDATED	8/13/2021 16:21
CREATED	07/18/2019 10:22

Uniq-ID: Editing Student Information

You must submit student demographic changes to eScholar in order to pass validations in the student systems (SIS, SER, STS, TSDL). The *Location Active Flag* should be sent to eScholar and must identify whether or not the student is Active="1" or Inactive="0"; *ESSY* = 2022

Steps for editing student's information in eScholar:

From the Main Menu, under SEARCH, select Student; enter the student's first/last names, click on the Search button.

On the individual student information page at the bottom right side of the page.

- Click "**Edit Student**"
- If online updates are made, they MUST also be made in your local system

Common fields that may need to be edited:

- Student's Demographics (name, alternate name, DOB, LocalID, ethnicity, gender, etc.),
- Location Active Flag
- SSN

Districts Without Vendors

Create your student file using the template: [Louisiana SecureID v3.0 Upload Format SAMPLE (excel)](#)

- Your file must have header and trailer rows:

  Header: TH 08/14/2018 12:31:25 1501003886 3.0 delimiter=0X09 source=SIS

                    TH = Header

                    Must have a date and time   (does not have to be the current date/time)

                    Must have a Transmission ID (any number that is 10 digits or less, e.g. 1501003886)

                    3.0 indicates the file format

                    delimiter = 0X09   (tab delimited txt file)

                    delimiter = 0X2C   (comma separated txt file)

                    source = SIS   (your local student system)

  Trailer: TT 1501003886 42

- The Transmission ID in the Trailer row must match the Transmission ID in the Header row.

- The number in the trailer row indicates the number of rows in the file. This includes the header, the rows of student data and the trailer row.

2021-2022 DirectMatch

eScholar DirectMatch Training

eScholar is providing training for eScholar DirectMatch

● The Registration link is below and posted on the System Support page and CNP site

○ **Session 3** - Friday, August 20, 2021 10:00 -12:00 noon
  ▪Registration: https://escholar.zoom.us/webinar/register/WN_ZR7V1c-ISDy9wQc4swAJew

After registering, you will receive a confirmation email containing information about joining the webinar.

The slide decks have been posted to the eScholar Support page.

eScholar DirectMatch

eScholar DirectMatch system **(Version 2020)**

- URL: https://SecureID.ldoe.la.gov/

- Your email address is your loginID

- Users can reset their password within the application

- DirectMatch houses multiple program types (SNAP, TANF, etc.)
  - Match students through Person ID, Upload File, Individually by LASID or address
  - Identify DC extended children (siblings or children living in the same household; enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster care)
  - Calculate Identified Student Percentage (ISP), view and submit Population and Elections data for Community Eligibility Provision (CEP) (will be available in late Fall)

- Run DirectMatch **after** 2021-22 expected student enrollments have been submitted to eScholar SecureID

eScholar DirectMatch Issues

SYSTEM ISSUES:

- Records where the user had to resolve the near matches:
  - The DM Index and the 3.0 file format txt files are the missing the LASID and LocalID
  - You will receive errors when loading this file into your food service system

- Status shows 0 of 0 records even after district has submitted students to Uniq-ID
  - The application is not syncing with Uniq-ID

These issues have been reported to eScholar.
- The patch will be in place on or after 8/19

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eScholar DirectMatch

- Submit your students to Uniq-ID for LASID assignment <u>BEFORE</u> you run DirectMatch.

- Do **NOT** load any student file into DirectMatch. When you are ready to run DirectMatch the PersonID button is the default. The application will source your students in Uniq-ID and match them against the SNAP/TANF files.

DirectMatch: Search Function

Using the Search button:

- you can find a student by LASID or LocalID

- Obtain all your SNAP eligible students from the start of the school year till the last date DirectMatch was run.

    - This is the function formerly known as MyStudents in Version 11.
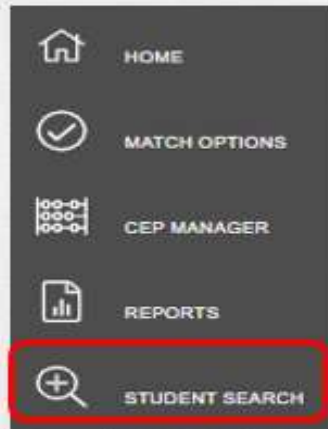
DirectMatch: Search by Student

Identifier: enter the LASID or the LocalID

Select the Match Type

Click Search

Please contact Jayanthi.Sothirajah@la.gov with questions.

DirectMatch: "MyStudents"

- Select the Match Type; School Year = 2022; Click the Search button
- The students' data will appear in a table
- Click on the paper icon to download the students

Home > Search Options

Search Options

Identifier :	Match Type :	District :	School :	School Year :
	SNAP ⌄	Vernon Parish School... ⌃	⌄	2022 ⌄

Reset   **Search**

Search Results   ⎙

State ID	Name ⬆	DOB	Gender	Grade	Location Info	ID Info	Eligibility Types	Earliest Identified Date	Actions
						9189769 SIS	SNAP	07/01/2021	»
						3189885 SIS	SNAP	07/01/2021	»

DirectMatch Q & A

1. What is the difference between the 3.0, 3.0+ and DM Index files

- The 3.0 file is used to load the free lunch students to your local system (JCampus, PowerSchool, etc.
- The 3.0+ file is used for audits
- The DM Index is used to load the free lunch students into your food service system
  - *In some districts the food service system syncs nightly with the local system. It transfers the free lunch students' data to the local system. Districts, where their systems are in sync, do not need to load the 3.0 file into their local system.*

2. What has happened to my district's prior year DirectMatch data?

- Data from prior years will be available in September 2021
  - 2017-2018
  - 2018-2019
  - 2019-2020
  - 2020-2021

2021-2022 eScholar StaffID

eScholar StaffID

- Submit your 2021-2022 staff to StaffID for ID assignment.
    - Submit returning and new staff at the beginning of the school year
    - Submit new staff hires throughout the year

- Staff who need EdLink dashboard access must be submitted to StaffID for the current year.

- If you do not have a current year record in eScholar StaffID you will see the error message below when you log into EdLink.

You do not have a valid user ID and staff ID linked. Please contact your local security coordinator for assistance

What codes are used for the Employee Status?

The codes used for the Employee Status are:

- 01 – school board employee

- 02 – post-secondary employee

- 03 – contracted professional services person

- 04 – third party contract employee

- 05 – state employee (classified)

- 06 – state employee (unclassified)

- 07 – resident teacher

Who Should be Submitted to eScholar StaffID?

- Any staff without a 10-digit eScholar StaffID

- Any new staff who recently joined the school system

- Regular employees *(employee status code = 01)*

- Contracted employees (i.e., contracted teachers, related services personnel, etc.) *(employee status code = 03 or 04)*

- Post-secondary employees (for which the district collects SSN) *(employee status code=02)*

- Long term substitute teacher reported to PEP as a regular employee *(employee status code = 01)*

- Resident teacher *(employee status code = 07)*

Who Should <u>NOT</u> be Submitted to eScholar StaffID?

- Vacant *(employee status code = 01; SSN begins with 999)*

- Post-secondary employees (*where the district does not collect SSN; but creates an SSN that begins with 998*)

- Short term substitutes

File Upload Errors – File Rejection

You loaded a file into eScholar StaffID and received the message below:

Batch Error Information – File upload failed. Fix the errors below and resubmit a new file.

The file you attempted to upload has been saved to the database and can be downloaded using the Extract & Download Batch feature. The batch number assigned to this file is 339 (Note: your batch number will be different)

ERRORS TO FIX (8)

The upload file has too many data errors to proceed. The maximum number of allowable data errors in any one file is 25.

(Note: the file was rejected because it had too many errors; Files with fewer errors will proceed to the ID assignment stage)

You will see a listing of each field and the error for that field and the line number it appears in your file.

Example: Source System error
            Date of Birth is not valid on 1 line(s): 1307
            SSN is not valid on 4 line(s): 13, 22, 48, 72

Source System Error

If one of the errors is source system error:

- did you load your student file into eScholar StaffID?
- did you load your staff file into the SecureID portal?
- are you in the eScholar StaffID portal?
  - Check your URL: https://louisianastaffid.escholar.com/uid/login.do
  - Check the name on the home page

Upload Errors for Batch 339

STAFF ID HOME

Upload file   ?

Batch Error Information - *File upload failed. Fix the errors below and resubmit new file.*

The file you attempted to upload has been saved to the database and can be downloaded using the Extract & Download Batch feature. The batch number assigned to this file is 339

ERRORS TO FIX (8) HIDE ALL

The uploaded file has too many data errors to proceed. The maximum number of allowable data errors in any one file is 25

Date Of Birth is not valid on 1 line(s):1307

SSN is not valid on 80
line(s):13,22,48,72,128,134,166,217,251,273,303,327,367,380,392,414,422,442,444,446,459,463,470,471,506,520,617,632,649,667,669,686,695,710,716,757,858,892,895,908,952,986,987,1056,1057,1058,1076,1120,1123,1

Gender is not present on 18 line(s):442,1306,1308,1310,1311,1312,1313,1315,1316,1317,1318,1319,1320,1322,1323,1324,1325,1328

RaceEthnicity is not valid on 87
line(s):13,22,48,72,128,134,166,217,246,251,273,303,327,367,370,380,392,414,422,442,444,446,459,470,471,506,520,617,632,649,667,669,695,710,716,731,757,858,892,895,908,916,932,952,986,987,1056,1057,1058,1076

State ID is invalid. on 1 line(s):1309

Grade Placement Level is not present on 8 line(s):1307,1311,1312,1313,1318,1319,1322,1325

Date Of Birth is not present on 38 line(s):134,166,217,327,367,370,392,414,442,444,470,471,506,520,716,731,815,858,986,1057,1119,1306,1308,1310,1311,1312,1313,1315,1316,1317,1318,1319,1320,1322,1323,1324,1325,

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Download the Batch

At the Main Menu, under DOWNLOAD, select Batch.
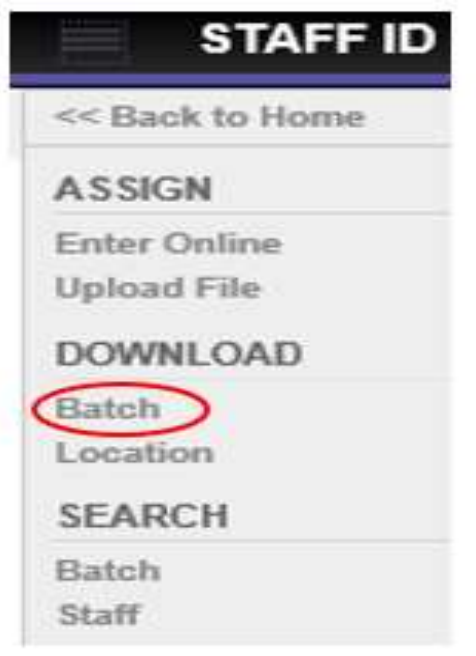
This feature allows users to:

- Search for staff records with a batch file and download results of the search.

- View previous batch search results.

- Extract & Download a batch.

Extract and Download the Batch

Under Extract Type, select Rejected. *(The file was rejected because it had too many errors.)*
Select FILTER RESULTS. You will see the files that were rejected.
Find the batch # 339.
Select EXTRACT RECORDS.

Download the Batch

Select DOWNLOAD.

At the bottom of you screen you will see the dialog box below. You can open or save the file to your desktop; and review the errors.
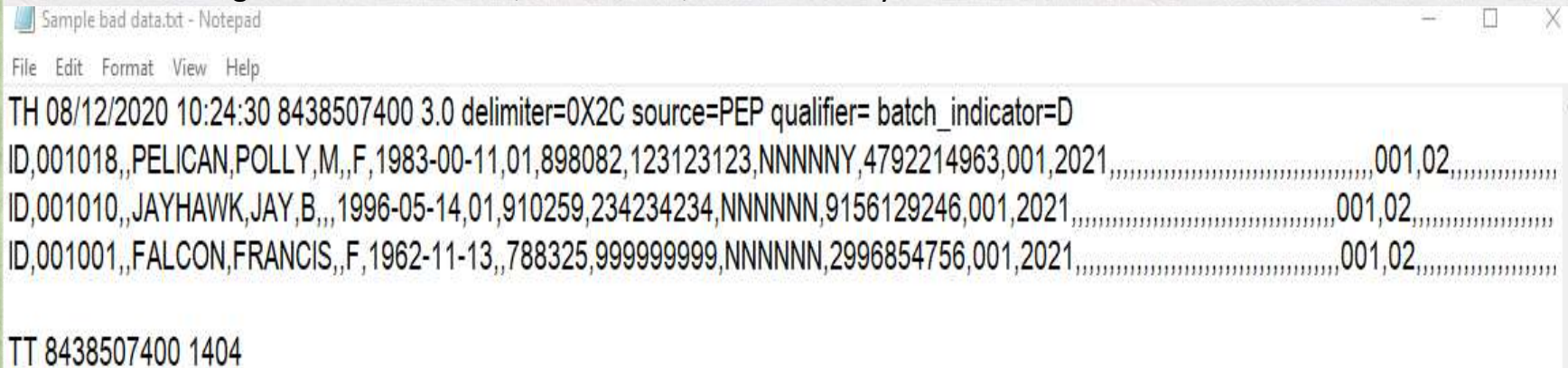
Open Batch and Review Errors

Errors:

Row 1: DOB is incorrect (Month = 00)

Row 2:   Missing gender; Race-Ethnicity field is invalid (NNNNNN – must have at least one Y)

Row 3: Missing Classification Level; invalid SSN; Race-Ethnicity field is invalid

Sample bad data.txt - Notepad

File Edit Format View Help

TH 08/12/2020 10:24:30 8438507400 3.0 delimiter=0X2C source=PEP qualifier= batch_indicator=D

ID,001018,,PELICAN,POLLY,M,,F,1983-00-11,01,898082,123123123,NNNNNY,4792214963,001,2021,,,,,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,,

ID,001010,,JAYHAWK,JAY,B,,,1996-05-14,01,910259,234234234,NNNNNN,9156129246,001,2021,,,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,

ID,001001,,FALCON,FRANCIS,,F,1962-11-13,,788325,999999999,NNNNNN,2996854756,001,2021,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,,

TT 8438507400 1404

Next steps:

- Correct all errors in your local system
- Download a fresh file
- Load into eScholar StaffID

ID Assignment: Canceled Records

The file you loaded into eScholar StaffID has passed validation and proceeded to the ID Assignment stage. Batch # 445 has a total record count of 20 but only 11 were assigned IDs.

Identify the Unassigned Records

- Select batch # 445 to open the batch information page
- 9 records were canceled during the data validation stage

Batch Information: **Batch 445**

STATISTICS	PROCESSING	DOWNLOADS	GENERAL

ID ASSIGNMENT COMPLETE

Staff Found and History Created During Match Resolution Stage	8
New ID Assigned - No Matching Record Found	3

CANCELED

Canceled During Data Validation Stage	9

CLOSE WINDOW

Identify the Unassigned Records

Find the batch that has the canceled records.

At the Main Menu, under DOWNLOAD, select Batch

Identify the Canceled Records

- Under the Extract Type, select Canceled.
- Select FILTER RECORDS
- Select EXTRACT RECORDS

Download the Canceled Records

Select DOWNLOAD

At the bottom of you screen you will see the dialog box below. You can open
or save the file to your desktop; and review the canceled records

Believes

For assistance, contact Jayanthi.Sothirajah@la.gov

Open Batch and Review Canceled Records

Open the batch file. It is a comma separated file (csv).
Scroll all the way to the right. The reason for the cancelation will be at the
end of each record.

,,,,Canceled During Data Validation Stage,,,593281,1181,08/19/2020,RaceEthnicity is not valid(NNNNNN)

ceiled During Data Validation Stage,,,593282,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)

,,,Canceled During Data Validation Stage,,,593283,1181,08/19/2020,Classification Level is not present;SSN is not valid(9WBY00002);RaceEthnicity is not valid(NNNNNN)

,,,,,Canceled During Data Validation Stage,,,593287,1181,08/19/2020,ClassificationLevel is not present;RaceEthnicity is not valid(NNNNNN)

.Canceled During Data Validation Stage,,,593288,1181,08/19/2020,Classificationt Level is not present;RaceEthnicity is not valid(NNNNNN)

,,Canceled During Data Validation Stage,,,593295,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)

,,,,,,Canceled During Data Validation Stage,,,593296,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)

,,Canceled During Data Validation Stage,,,593297,1181,08/19/2020,RaceEthnicity is not valid(NNNNNN)

,,,,Canceled During Data Validation Stage,,,593298,1181,08/19/2020,Classification Level is not present;RaceEthnicity is not valid(NNNNNN)

Issues:
- Race-ethnicity must have at least one Y
- SSN is invalid
- Classification Level (Grade Placement is missing

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For assistance, contact Jayanthi.Sothirajah@la.gov

Open Batch and Review Canceled Records

Scroll to the left to the beginning of the file.

- All 9 records need to be corrected in your local system
- Download a fresh file and submit to eScholar StaffID

Canceled Records_Batch 445.txt - Notepad

File   Edit   Format   View   Help

TH 08/19/2020 23:37:42 2523975026 3.0 delimiter=0X2C source=PEP
ID,WBY001,,PELICAN,POLLY,,F,05/02/1995,01,010022,123123123,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,,,,,,,Canceled During Data Vali
ID,WBY001,,JAYHAWK,JASMINE,,,F,09/10/1962,,010014,234234234,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,,,,,,,Canceled During Data V
ID,WBY001,,EDGEAR,EDGEAR,,,M,09/13/2019,,910020,9WBY00002,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,,,,,Canceled During Data V
ID,WBY001,,HORNBILL,GHARRY,,,M,01/13/1953,,010011,345345345,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,Canceled During Data V
ID,WBY001,,OXBIRD,OCTAVIA,,,F,08/30/1963,,010024,456456456,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,Canceled During Data Vali
ID,WBY001,,ROBIN,RENEE,,,F,11/28/1977,,010023,567567567,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,,,,Canceled During Data Validati
ID,WBY001,,HUMMINGBIRD,ROGER,,,M,05/06/1969,,010012,678678678,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,,,,Canceled During Da
ID,WBY001,,CASSOWARY,CATHY,,,F,01/24/1980,01,010021,789789789,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,,,Canceled During Da
ID,WBY001,,KIWI,KINSLEY,,,F,10/10/1981,,010017,890890890,NNNNNN,,WBY,2021,,,,,,,,,,,,,,,,,,,,,,,001,02,,,,,,,,,,,,,,,Canceled During Data Validatio
TT 2523975026 11

For assistance, contact Jayanthi.Sothirajah@la.gov

ID Assignment Completed

The record count shows all records were assigned IDs. Select DOWNLOAD STAFF ID and load into your local system.

Note: During the resolve near match process, you may cancel a record if the staff is no longer employed in your district. In such cases, the ID will not be assigned. The record count will show fewer assigned ID records than what you submitted.

For assistance, contact Jayanthi.Sothirajah@la.gov

StaffID Q & A

I received a Source System Error. What does it mean?

If one of the errors is source system error:

- ○ did you load your student file into eScholar StaffID?
- ○ did you load your staff file into the SecureID portal?
- ○ are you in the eScholar StaffID portal?
  - Check your URL: https://louisianastaffid.escholar.com/uid/login.do
  - Check the name on the home page

Office Hours and Monthly Webinar

- **eScholar Office hours** **NEW** **10:00 am each Thursday**
  - o **Zoom link:** https://ldoe.zoom.us/j/96648596634
  - o **Dial-In Phone Number:** (312) 626-6799

- **Data Coordinator Office hours   1:00 pm each Thursday** (except the Thursdays when the monthly Data Coordinator webinar is held).
  - o **Zoom link:** https://ldoe.zoom.us/j/93069704449
  - o **Dial-In Phone Number:** (408) 638-0968

- **Data Coordinator Monthly Webinar 1:00 pm usually the first Thursday of each month**
  - o **Thursday, September 2** See the full *2021-22 Data Coordinator Webinar schedule*
  - o **Zoom Link**: https://ldoe.zoom.us/j/976397929
  - o **Dial-In Phone Number**: (408) 638-0968
  - o **Meeting ID#**: 976 397 929

Who to contact for support

Email the system data managers listed below if you need assistance with the collections.

- Data Systems Manager: Sherry.Randall@la.gov

- Special Education Reporting (SER), Teacher Student Data Link (TSDL): Bernetta.Sims@la.gov

- Student Information System (SIS) & School Calendar (SPC): Tara.Baylot@la.gov

- Student Transcript System (STS) & Curriculum (CUR): SystemSupport@la.gov

- Profile of Educational Personnel (PEP) & Annual Financial Reporting (AFR): SystemSupport@la.gov

- ID Management Manager, Early Childhood CLASS: Anantha.Lakkakula@la.gov

- eScholar Unique ID, DirectMatch & StaffID: Jayanthi.Sothirajah@la.gov or Wanggan.Yang@la.gov

- 2021-2022 System Enhancements & Sponsor Site System (SPS): Kaylie.Loupe@la.gov

- School Finder and Principal and Superintendent Secure Portal assistance: SystemSupport@la.gov

- EdLink data submission, dashboard access: EdLink360@la.gov